

APS LESSONS LEARNED

The following information is provided to applicants to assist them in avoiding pitfalls in the APS process. Please note that **successful applications are those that comply most closely with the guidance provided in the APS document.**

DO

- **Do** read the APS document carefully, and refer to it as you develop your concept paper. All the information you need to prepare the application is provided in the APS document. If you have a question to which you cannot find an answer, please send an email to the Emergency Plan South Africa website at southafricapepfar@state.gov by March 21, 2006.
- **Do** carefully review the scoring criteria on which all concept papers and full applications will be evaluated (Annex 3 of APS, pages 19-22).
- **Do** ensure that your concept paper will pass the “compliance review” that enables it to proceed to technical review. *Concept papers meeting the following criteria will be reviewed:*
 - *Written in English.*
 - *Received by submission deadline.*
 - *Eight pages or less using A4 paper size and Times New Roman 11-point font. Note that required cover page (Annex 2), summary budget and any attachments do not count toward the eight page limit.*
 - *Addresses APS-defined objectives.*
 - *Includes brief description of monitoring and evaluation plan and indicators.*
 - *Project has a duration of two years or less.*
 - *Summary budget not less than \$500,000 and not more than \$2m for each one year period.*
 - *Submitted by eligible entity (eligibility criteria listed in section V of APS).*
- **Do** include the APS CONCEPT PAPER COVER SHEET, included as Annex 2 of the APS (pages 17-18).
- **Do** ensure that your application arrives on time. See details on page 10 of APS.
- **Do** check the Emergency Plan South Africa website periodically for updated information related to the APS (<http://pepfar.pretoria.usembassy.gov>).

DON'T

- **Don't** phone the USG if you have a question. USG officials may not meet with applicants, even by phone, during the application process. Applicants may submit queries by email to southafricapepfar@state.gov.
- **Don't** send your application to a USG Agency. All applications must be received by the Emergency Plan Secretariat (electronically to southafricapepfar@state.gov, or by hard copy to the U.S. Embassy in Pretoria). Details for submission are covered on page 10 of the APS.